

Cuyamaca College Facilities

Agenda
June 14
F116

Old Business

- Construction Update
- Electrical
 - Generator Central Plant (service contract)
 - Extension Cord Project
 - Will follow up with David Suter

New Business

- Open House – June 24
 - Will invite Jennifer Abel to next Facilities Meeting
 - John will spruce up PE complex for open house
- Concrete Ashtrays – 20/25 ft
 - James will follow up on purchasing “No Smoking” signs
- DSA Offers Accessibility Classes (who will attend?)
 - Patty will provide description of class
- Track Damage
 - Arleen will contact rental company (Patty will email reminder to Arleen)
- AC for G-103
 - Sal will get separate quote for AC only
 - Work order for Electrical Maintenance to hook up electrical
- Repair door at Fesler?
 - Patty will check with Shannon about drilling door for weather stripping
- UF Office
 - Arleen and James to check feasibility of converting room to office
- Blue Campus signs
 - Patty will check with Beverly @ Museum to install small sign identifying Museum
 - Grounds to remove old concrete from old directional sign
- HazMat Storage Area
 - Ron Knight to be invited to last half hour of next meeting

Activities

Date	Event	Location	Attendance
06/13	Convalescent Directors Comm Learning	Museum	25
06/14	Foundation Meeting	Museum	20
06/15	Non-credit instructor professional development	Museum	25
06/16	Open house pre-meeting	E-103	30
06/19 – 6/23	College for kids Archaeology Class	Museum	25
6/22	Friends of East County Bd Meeting	Museum	25
06/24	High School Outreach Open House	Gym Breezeway	250

Other

- James will follow up on pricing for small table for Outreach events
- Patty will follow up on pricing for large rolling type bag
- ASCC Appreciation Luncheon
 - Arleen reminded Supervisors, Sr. Maintenance Workers and me regarding procedures for off campus events. All staff must fill out a “Request for Time Off” form. Event should not go beyond 1-hour lunch break without further approval or use of personal time off.

Cuyamaca College Facilities

Agenda
June 26
F106

Old Business

- Construction Update
- Electrical
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New Business

- AC K building on over weekends

Activities

Date	Event	Location	Attendance
06/26-30	College for Kids	Museum	25
06/28	Supervisors Training	Museum	35
07/05	Citizen's Bond Oversight Committee	Museum	20
07/08 (Sat)	Auction and Jewelry Sale	Museum	250
07/11	Reception for New Managers	1-stop	75

Other

Cuyamaca College Facilities

Agenda
July 10
F106

Old Business

- Construction Update
- Cashier Office Wall
 - Wall will be half wall about 42”
 - Computer lines have been moved
 - Okay to start construction
 - Electrical Maintenance will start early in AM before Cashier’s office opens
 - Target completion date August 7, 2006
- Climatec Service Issues
- Fitness Center Chiller
 - Collecting quotes

New Business

- None

Activities

07/10	DEC/Extended Cabinet	Museum	20
07/11	Reception for New Managers	1-stop	75
07/10-07/21	College for Kids	Museum	25
07/1& 14, 17-21	Volley Ball Summer Camp	Gym	60
07/14	Admin Services Luau Meeting	OH	40
07/12	Foundation Meeting	Museum	20
07/12&13	Dean’s Retreat	Museum	10
07/18	Governing Board Meeting	Museum	100
07/21	Supervisors Training	D101	35
07/21	DCEC	Museum	20
07/26	Ford ASSET Graduation	LRC Patio	100

Round Table

- Arleen has requested another copy of your must haves for 06/07 year
- Please being to prepare campus for Fall Semester
 - Maintenance – install delineators and strip lots
 - Grounds – arrange to have the campus swept just before the semester starts
 - Operations – classroom cleaning

Cuyamaca College Facilities

Agenda
July 19, 2006
F106

Old Business

- Construction Update
 - Comm Arts steel is in process
 - Science Tech, Parking Lots projects are going good
 - Track re-surface should start mid August
 - David Suter to place a sign at track letting the public know of track closure
- Walkway for A&R back door (similar to Public Safety's)
 - Approved
- Must Haves
 - Gave copies to David Suter

New Business

- Short Term Hourly - limit of hour
 - Review policy
- Moving Furniture (earthquake safe)
 - We need to make sure equipment and furniture is safe by December. Please begin compiling list now
- Patio Tables for Student Services
 - Submit a work order for John
- On Call Electrician
 - Jon Langteau will be on call
- Grossmont Schools Federal Credit Union – ATM
 - Barbara Takahashi will send an all-site email regarding install

Activities

07/17-21	Volley Ball Summer Camp	Gym	60
07/14	Admin Services Lula Meeting	OH	40
07/12	Foundation Meeting	Museum	20
07/12&13	Dean's Retreat	Museum	10
07/18	Governing Board Meeting	Museum	100
07/21	Supervisors Training	D101	35
07/21	DCEC	Museum	20
07/26	Ford ASSET Graduation	LRC Patio	100